

## **EMERGENCY CAREER SUBSTITUTE TEACHING PERMIT**

This emergency permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten and grades 1-12 inclusive. The document is valid for one year. The holder may serve as a substitute for no more than 60 days for any one teacher during the school year. The holder may only serve for 20 days in a special education classroom.

### **REQUIREMENTS FOR THE PERMIT:**

- ☐ verification by the employer of one of the following:
  - (a) Three consecutive years of at least ninety (90) days per year of day-to-day substitute teaching in the California school district requesting the permit immediately preceding the date of application; or
  - (b) If the county office of education is responsible for the assignment of day-to-day substitutes for all of their school districts, three consecutive years of at least ninety (90) days per year of day-to-day substitute teaching accumulated from one or more California school districts in the county requesting the permit immediately preceding the date of application;
- ☐ statement of endorsement signed by the superintendent of the employing school district or county office of education that the individual has served successfully in the district(s) and that the district(s) would allow the individual to substitute teach for up to 60 days for one teacher during the school year; and
- ☐ verification that the employing agency will make available to the permit holder the staff development activities that are offered to their regular teaching staff.

### **APPLYING FOR THE PERMIT:**

Applicants must submit their application packet through their employing agency. The packet must include:

- ☐ completed 41-4 application form;
- ☐ completed 41-CIC and two completed fingerprint cards (if not previously submitted) or Livescan form (41-LS);
- ☐ all required fees (See "Fee Information" leaflet CL-659); and
- ☐ documentation from the employing agency as described above\*.

### **APPLYING FOR REISSUANCE:**

Applicants must submit their application for renewal through their employing agency. Applications submitted prior to the expiration date of the current permit will be valid for one year beginning the date the current permit expires. Applications submitted after the current permit expires will be valid for one year starting the date the application is submitted to the employing agency or CCTC. Renewal application packets must include:

- ☐ completed 41-4 or 41-Ren application form;
- ☐ application fee (see "Fee Information" leaflet CL-659);
- ☐ statement of continued endorsement from the superintendent of the employing school district or county office of education\*; and
- ☐ verification that staff development activities that were offered to regular teaching staff were made available to the permit holder\*.

\*Form CL-505c may be used to verify the three years of teaching experience, the availability of staff development activities to the permit holder, and the endorsement from the superintendent. Verification of these requirements may also be submitted on letterhead paper if an employing agency chooses not to use form CL-505c.